

PUBLIC SERVICES – Education(SE)Department – Sri Ch.Devabhiksham(Retd), Gazetted Librarian who worked as District Central Librarian & Ex-officio Secretary, Zilla Grandhalaya Samstha, Khammam District – Departmental Proceedings under Rule 9 of A.P.Revised Pension Rules, 1980 – Articles of Charges – Issued.

EDUCATION(PE.VIG.I)DEPARTMENT

Dated:9-05-2011

From the Director of Public Libraries, AP, Hyd., Lr.Rc.No. 227-

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In pursuance of the sanction accorded by the Government under sub-clause (i) of clause(b) of sub-rule(2) of Rule 9 of the A.P.Revised Pension Rules, 1980 for instituting departmental proceedings against Sri Ch.Devabhiksham(Retd), Gazetted Librarian who worked as District Central Librarian & Ex-officio Secretary, Zilla Grandhalaya Samstha, Khammam Dist., vide ref. 2nd read above, it is proposed to hold an enquiry against the said Sri Ch.Devabhiksham in accordance with the procedure laid down in Rule 20 of the A.P.C.S.(CCA) Rules, 1991.

2. The substance of the imputations of misconduct or misbehaviour in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge(Annexure-I). A statement of the imputations of misconduct or misbehaviour in support of the articles of charges is enclosed(Annexure-II). A list of documents by which, and a list of witnesses by whom, the articles of charges are proposed to be sustained are also enclosed(Annexure-III and IV).

3. Sri Ch. Devabhiksham, (Retd.), is directed to submit within 10 days of the receipt of this memorandum, a written statement of his defence and also to state whether he desires to be heard in person.

4. He is informed that an inquiry will be held only in respect of those articles of charges are not admitted. He should, therefore specifically admit or deny each article of charge.

5. Sri Ch. Devabhiksham , is further informed that if he does not submit his written statement of defence on or before the date specified in para 3 above, or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of Rule 20 of the A.P.C.S.(CCA) Rules, 1991 or the orders/directions issued in pursuance of the said rules, the inquiring authority may hold the inquiry against him exparte.

6. The receipt of this G.O. may be acknowledged.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

CHANDANA KHAN
PRINCIPAL SECRETARY TO GOVT.(PE)

To
Sri Ch. Devabhiksham(Retd),Gazetted Librarian,
Zilla Grandhalaya Samstha,Khammam Dist.
'Through'the Director of Public Libraries
The Director of Public Libraries, AP, Hyderabad.
Sf/Sc

// FORWARDED:: BY ORDER//

SECTION OFFICER

ANNEXURE- I

Statement of Articles of Charges framed against Sri.Ch.Devabhiksham, retired Gazetted

Librarian, who worked as District Central Librarian & Ex-officio Secretary, Zilla

Grandhalaya Samstha, Khammam.

Article of Charge-1:

That Sri Ch.Devabhiksham, retired Gazetted Librarian, while working as District Central Librarian & Ex-officio Secretary, Zilla Grandhalaya Samstha, Khammam, committed grave financial irregularity by causing huge loss and waste of Library Funds up to Rs.13,48,648/- by taking up the works of Binding of Books, Pest Control and Purchase of Computers.

Article of Charge-2:

That Sri Ch.Devabhiksham, retired Gazetted Librarian while working as District Central Librarian & Ex-officio Secretary, Zilla Grandhalaya Samstha, Khammam, had committed grave misconduct by violating the Budgetary Rules issued in G.O.Ms.No.1119 Education(E) dated.19-07-1971.

Article of Charge-3:

That Sri Ch.Devabhiksham, retired Gazetted Librarian, while working as District Central Librarian & Ex-officio Secretary, Zilla Grandhalaya Samstha, Khammam, has not shown integrity and was lack of sense of propriety.

CHANDANA KHAN
PRINCIPAL SECRETARY TO GOVERNMENT(PE)

SECTION OFFICER

ANNEXURE-II

Statement of imputations of misconduct or misbehaviour in support of the articles of charges framed against Sri.Ch.Devabhiksham,Retired Gazetted Librarian who worked as District Central Librarian & Ex-officio Secretary, Zilla Grandhalaya Samstha, Khammam.

The records of the Zilla Grandhalaya Samstha, Khammam were inspected by the Director of Public Libraries for the period from 01-08-2006 to 28-08-2009. As certain irregularities were noticed in working of the Zilla Grandhalaya Samstha, Khammam, the Deputy Director of Public Libraries (Inspections), has submitted special reports on the irregularities noticed during the inspection of the records of the Zilla Grandhalaya Samstha, Khammam, for taking necessary action on the irregularities.

As seen from the special reports, most of the irregularities occurred during the period of Sri. Ch.Devabhiksham, Gazetted Librarian, who worked as District Central Librarian & Ex-officio Secretary, Zilla Grandhalaya Samstha, Khammam and retired on the AN of 31-08-2009.

For fixing the responsibility for the irregularities noticed and to assess the loss occurred to the Samsthas funds , the Director of Public Libraries had ordered for physical verification in respect of the Binding of Books, Pest Control etc., at Branch Library level, with the Departmental Officers. After completion of the physical verification, the Director of Public Libraries inspected the records of the Zilla Grandhalaya Samstha, Khammam, once again. In order to find out the facts, the Director of Public Libraries also visited certain Branch Libraries located in the Tribal areas.

As seen from the Inspection Report, several irregularities, lapses are noticed and huge amounts of Library Funds was misappropriated, misused and hence the Samstha had sustained huge loss of valuable funds, for which the Accused Officer is responsible.

Article-I: .

The cost of Binding to a Book is an additional burden on the Library Funds. Hence, in general, valuable, rare, costly and mostly used Books alone have to be considered for binding. For this purpose, a binding register has to be maintained in each and every Library and the Books required binding with aforesaid nature are recorded in these registers. Whenever the binding work is taken up by Samstha, list of Books recorded in the binding register will be called for by the Secretary. After receipt of the lists, the work of binding will be taken up in a phased manner, basing on the availability of Budget, duly following the rules governed for incurring expenditure.

In the present case, Sri Ch. Devabhiksham has flouted all the above norms and got binding of books, spending huge amount of Rs.6,00,480/-, during the year 2008-09. He called quotations from three firms(1) Swapna Binding Works, Khammam, (2) Sri Venkateswara Printers, Khammam and (3) Sri Srinivas Binding Works, Khammam. The cost of the binding of each Book is Rs.80/- for Calico Binding which is normal binding with abnormal rate. The Secretary has not verified with the rates in local market.

The District Level Purchase and Verification Committee (DLPVC) meeting was convened on 04-10-2008, to take decision on making purchases including binding of Books. As per the procedure, the Secretary has to place the Branch Library wise lists of Books needed binding. So that DLPVC will take decision for binding of Books according to need and availability of Budget. In the present case, the Secretary has not prepared and not placed any list before the DLPVC. Hence, they simply resolved to take up the Binding work, which are available in the Libraries.

The Accused Officer should have called for the lists of Books required binding from the Librarians and after due verification of list, he should have ordered for binding of selected books only, according to need of binding of every book. But he simply instructed 14 Branch Libraries including District Central Library, Khammam to send the Books for binding, duly specifying the No. of Books to be sent for binding. No where it was mentioned that the basis for specifying No. of Books from each Library, by the Secretary.

In order to fulfill the instructions given by the Accused Officer in the capacity of Secretary, the Librarians of 10 Branch Libraries had sent Books for binding. There is no correlation between the No. of Books ordered for binding by the Secretary and the No. of books sent by the Librarians, for binding. Some Librarians had sent more number of books than the Books ordered by the Secretary and some Librarians had sent less number of Books. Most of the Books sent for Binding by the Librarians are torn outs, useless and to be weeded-outs only. The cost of some Books bounded is Rs.0.50ps only which is lower than the cost of the Binding (Binding cost is Rs.80/- per book). In case of some Branch Libraries, amount paid for binding is more than the cost of the total Books. In some cases, all the Books sent for binding were not returned, by the end of March, 2009. But payment was made without verifying whether the Books returned or not from binding firm. In some cases Books are returned after making payment to the dealer. The Library wise details are given below:

S.no.	Name of the Branch Library ordered for Binding	No. of Books ordered by the Secretary for binding	No.of books sent to the binder for binding	No. of books received from the binder.	Actual Bill paid books.	Remarks
1	Manuguru	500	500	500	500	The quality of the binding is very poor. The books kept for weeding out were sent for binding.
2	Nelakondapally	300	350	350	500	The quality of the binding is very poor. Actually, only 350 books were got bounded . But, payment was made for 500 books i.e., for 150 books more. An amount of Rs.12,000/- excess was paid towards the books not bounded. Hence, this amount should be recovered from the Librarian concerned.
3	Bhadrachalam	500	500	500	500	The quality of the binding is very poor. The books kept for weeding out were sent for binding. Details in respect of B.L., Enkur and Vemsur are mentioned below in the description.
4	Enkur	250	500	500	500	
5	DCL,Khammam	2000	725	725	725	
6	Sujatha Nagar	250	194	194	194	
7	Aswapuram	200	200	200	200	
8	Vemsoor	500	3964	3300	3300	
9	Yellandu	500	300	300	300	
10	Singareni	250	300	300	300	
11	Kamepalli	250	-	-	-	-
12	Kothagudem	500	-	-	-	-
13	Sattupalli	500	-	-	-	-
14	Women & Children Library, Khammam	1000	-	-	-	-
Total		5250	7533	6869	7019	

As seen from the bill of the firm under taken the Binding of Books, it is observed that the firm has claimed @ Rs.80/- per each book, which comes to Rs.6,00480/-. Further, the bill submitted by the said firm is not the original bill as it does not bearing License No., TAN No. etc. Basing upon the certificates issued by the

Branch Librarians, the Secretary has made the payment to the party. The size of each book and the type of binding is not mentioned. The Bill submitted by the firm is not as per AP General Sales Tax Act, 1957.

Further, actually 350 books of Branch Library, Nelakondapalli, were bounded during the year 2008-09. But, payment was made for 500 books i.e., for 150 books more. An amount of Rs.12,000/- was paid towards the books not bounded.

Further, the quality of binding is very low. Many of the books bounded do not need binding, as these books are torn out and not useful for reading and have to be weeded out. The cost of books bounded is Rs.5,315/-. But the expenditure incurred for binding is Rs.40,000/-. There is no assessment regarding worth of books in respect of the books for which the cost of book is less than binding cost.

It shows gross negligence on the part of the Secretary, the Librarian concerned and the other staff concerned in the O/o the ZGS, Khammam. Therefore, the total amount incurred for binding i.e., Rs.40,000/- needs to be recovered from the concerned.

Further, at the time of physical verification, it was observed that only 305 books of Branch Library, Enukuru, were bounded. But, payment was made for 500 books i.e., for 195 books more than actual Books bounded, as per the certification of the Librarian which is amounting to Rs.15,600/-. The Librarian has stated that the remaining books are with the binder. The Librarian did not take any action for receiving the remaining books from the binder till 10-03-2010. But, it seems that the Librarian has got the remaining books bounded after March 2010. But the amount was paid by the Secretary for 500 Books, by treating that all the books were Bounded and received before making payment, which is irregular.

An attender has been working at Branch Library, Vemsuru, in place of Librarian. To this Library, the Secretary should have deputed a qualified Librarian for selection of books which needs binding. Instead, the Secretary had simply phoned the Attender and asked her to send the books for binding. As the Attender is not qualified Librarian, she did not prepared a list of books which sent for binding and she sent all the books kept on the shelves for weeding out. In the absence of list of books it is not possible to assess the cost of all books which were bounded and even it is not possible to confirm whether the books were actually bounded or not during this year. As per the statement of the Librarians 3,964 books were handed over for binding. But, payment was made for 3,300 books. The whereabouts of the remaining books are not known. By the time the Director of Public Libraries visited, some Books were spoiled by rats and eaten away by white ants.

Further, the quality of binding is very low. Many of these books do not need binding, as these books are torn out and not useful for reading and to be weeded out books. There is no assessment regarding which books need binding. It is reported by some of the Librarians that Secretary and staff working in the office of Zilla Grandhalaya Samstha had ordered over phone to send the books for binding.

There is gross negligence on the part of Secretary and the other staff in the O/o the ZGS, Khammam. Hence the total amount paid for binding of books of the Branch Library, Vemsuru has to be recovered from all the concerned i.e., Rs.2,64,000/-

After verification of the work of binding of books, it has become clear that,

1. There is no prior assessment for selection of books which needs binding.
2. Bills were paid without verification that whether all the books handed over were bounded or not.
3. No register is maintained in Libraries regarding Books to be bounded.
4. More books which were bounded do not need binding as these books are torn out books and not useful for public reading and to be weeded out books.
5. Many books bounded have the cost very less than the cost of binding i.e. ranging from Rs.0.50 to Rs.10.00.

The cost of binding is also very high. About 60% of amount is misappropriated in the work of binding of books which is gross negligence on the part of the Secretary.

From the above, it is evident that the Secretary has taken most lenient view in spending the Library Fund. He was very negligence on his part of responsibility. Hence it is proved that he committed grave irregularity and lead to misappropriation of Library Funds/Public Funds. The loss occurred on account of the Binding of Books is detailed below:

a) Towards books of B.L., Nelakondapalli (For the books not bounded but the amount paid to the binding firm)	: Rs.12,000/-
b) Towards books of B.L., Vemsuru (For the total books bounded as these books not in a stage for use. Further, as the incharge of this library is an Attender the total amount may be recovered from the Secretary)	: Rs.2,64,000/-
c) Towards the remaining books bounded in Branch Libraries Enukuru and Nelakondapalli (60% of the cost of the binding of the remaining amount)	: Rs.1,94,688/-
Total	: Rs. 4,70,688/-

Basis 2 :

The Books are the most important part of a Library. To protect these Books from the works like white ants and other insects, Pest Control treatments are required in the Libraries. The process of Pest Control treatment involves some technical and specialized work.

An amount of Rs.1,00,000/- was allocated in Budget for the year 2007-08 for Pest Control, in the Zilla Grandhalaya Samstha, Khammam. As usual, Sri Ch. Devabhiksham, in the capacity of Secretary, had committed several irregularities, in incurring this amount also, as observed below:

The Secretary had not assessed the requirement by himself or not placed proper information to the DLPVC, for their assessment. Further, the Secretary should have consulted the firms which had proficiency in Pest Control, by calling open tenders, duly giving wide publicity, as it was a specialized and technical natured work. Inspite of this he simply called for the quotations from the 3 Government authorized agencies namely (1) HACA, (2) Khadi N Krafts and (3) SETWIN and placed orders with HACA which had quoted Rs.14/- per sft.

The Secretary had issued orders vide his letter Rc.No.59/B/2008 dated 05-11-2008 for treatment of Pest Control in 13 Branch Libraries, including District Central Library, Khammam, with a Budget of Rs.1,00,000/-. But during the physical verification of the Banch Libraries by the officers deputed by the Director of Public Libraries. It was told that the Pest Control was done in the District Central Library, Khammam only, and the Secretary also paid the amount to the dealer, which is violation of his own orders for Pest Control of 13 Libraries.

It is further observed that the HACA had quoted Rs.1400/- per 100 sft i.e. Rs.14/- per sft. of area of Pest Control. But after completion of work, they had billed it as Rs.28/- per sft., which is double the rate quoted by them in their quotations. Further, as per the bill, the area applied Pest Control was 7143 sft. But the Book stock area which is required treatment of Pest Control is 2450 sft and the whole area of District Central Library is measured 5016 sft. only. If it is presumed that the Pest Control treatment was done for the total area of District Central Library i.e. 5016 sft .the cost of treatment of Pest Control is coming to Rs.70224/- @Rs.14/- per sft. But the Secretary has paid an amount of Rs.1,25,000/- to the HACA. But he obtained receipt for Rs.1,12,500/- only.

In this context, it is further found that in their Bill, the HACA has quoted the total area of Pest Control treatment as 3571.43 sft @ Rs.28/- per sft. Which is not correlating with real measurements stated in the above paragraph in respect of area and with their quotation in respect of rate per sft. Hence, Sri Ch. Devabhiksham, himself had corrected the total area of Pest Control treatment as 7143 and the rate per sft. as Rs.14/-, by overwriting on the bill, which is proof of tampering of records.

All the aforesaid lapses in applying the Pest Control Treatment proposes that

- All the acts of Sri Ch. Devabhiksham, in the capacity of Secretary, Zilla Grandhalaya Samstha, Khammam are irregular and illusionary.
- The treatment of Pest Control was not done actually.
- Simply to grab and swallow the entire amount of Budget, the fake and cooked – up bills were produced and the amounts were swallowed
- It has to be treated that the entire amount was misappropriated.

Therefore, it is necessary to recover the entire amount of Rs.1,25,000/- incurred under the head of Pest Control form the Secretary and the concerned staff at the ratio of 50:50

Basis 3:

During the financial year 2008-09, an amount of Rs.10,00,000/- was allocated for purchase of Computers and Peripherals in the Zilla Grandhalaya Samstha, Khammam. The Samstha do not have the technical expertise to assess the need of computers and its peripherals, with what specifications, etc. Hence, the Secretary should have approached and obtained technical advice of the NIC, Khammam at District level or the APTS at State Level. If he did not get the thought approaching such professional agencies for know – how, minimum he would have addressed the Director of Public Libraries, for guidelines to be followed in procuring these items.

In contrary, Sri Ch. Devabhiksham, in capacity of Secretary, Zilla Grandhalaya Samstha, Khammam called for quotations from the three firms namely (1) HACA, (2) Khadi N Krafts and (3) SETWIN and placed orders with the HACA, for supply of Computers. It is found that the covers with quotation had been received in the office of Zilla Grandhalaya Samstha, Khammam in person since there is no postal marks and senders name and address found on the covers.

It is observed that two different computers with two different configurations and peripherals were ordered for supply with the cost of LG Model @ Rs. 29,300/- and Dell Model @ Rs.34,975/- Reasons for ordering Dell Model Computers with higher cost is not known. The orders were placed with M/s. HACA for supply of Computers and Peripherals with the following specifications :-

Sl.No	Particulars	Quantity	Unit cost	
1	LG Model Computer L7041B 331 – Bio/Intel Dual Core Processing 2.0 GHz, 2180 Processor 14/BDR	10	17,000	29,300
2.	Double layer /1GB BRR	10	1,200	
3.	Key Board & Mouse	10	1,000	
4	LCD Monitor	10	8,800	
5	UPS 600 Watts	10	2,300	
6	Installation charges Hard/Software	10	1,600	
7	Transportation charges	10	580	
8	HP Laser printer 1007 Model	2	7,000	
9	Dell Model Computer Dual Core / 1 GB /160 HRD/ATV Cabinet.	14	22,500	34,975
10	DVD Writer	14	1,550	
11	Key Board & Mouse	14	1,150	
12	17” Dell Monitor	14	9,775	
13	Installation charges	14	1,600	
14	Delivery charges	14	725	
15	Computer tables	24	2,285	
16	Computer wheel chair cushion	24	3,500	
17	Transportation	24	240	

Actually the firm has to bear the transportation, delivery and installation charges. But the Secretary has paid the amount towards transportation, delivery and installation charges to M/s.HACA, Hyderabad.

The duty of the Secretary is to see that the supplied materials are as per the specifications ordered. But in the case of purchase of Computers, much variation is found between the orders placed by the Secretary and the actual supplied by the dealer.

DELL Computers:

As seen from the original configuration of the DELL Computers purchased it is clear that these are not having the required specifications / configurations as ordered. For example the Secretary ordered for 17 inches Monitor, but the supplier supplied 14 inches Monitor. Further, RAM, Hard Disc, Memory, CD Rom instead of DVD Drive are different from order placed. Further, as seen from the label of the company stickers on the backside of the two Monitors it came to notice that these Computers manufactured during the year 2002 and 2003 which were purchased during the year 2008-09. The suppliers not mentioned the serial numbers of the Computers on the bill. Therefore old and assembled computers which were not according to the specifications are supplied to the branch libraries located in the Tribal Areas intentionally and even the spare parts are not available. These computers are not installed even today and the total expenditure becomes wasted. Even these computers are not useful for getting internet connection and for keeping them useful to the readers.

LG Computers:

In respect of LG Computers CPUs are not belong to LG Company. The names of Moserbaer and Intex are seen on the CPU and Keyboard is Intex. Hence, it seems that these CPUs are assembled CPUs but not from the original company i.e. L .G.

It is observed that the bills were not certified by the Secretary and without certification of the Secretary, the amount of Rs.8,95,440/- was paid to the firm without mentioning the budget particulars. It is the fault of the Secretary and the Librarian Gr.II Sri K.V.S.T. Sai, now working as Accountant at Zilla Grandhalaya Samstha, Khammam on deputation.

Further, the Secretary had purchased two brands of computers i.e. (10) LG Computers @ Rs.17,000/- and additional accessories worth Rs.12,300/- and total Rs.29,300/- and the (14) Dell Computers @ Rs.22,500/- and additional accessories worth Rs.12,475/- and total cost of Rs.34,975/- . There was no justification found in the records of the Samstha or he did not record any reason for purchase of two brands of Computers, with different amount of unit costs.

In case of Dell Computers, the configurations of the computers supplied are not tallying with the configurations mentioned in the supply orders given by the Secretary. Also the Computers supplied are not bear the brand name ordered and it is appearing that they were assembled ones which bear the different brand names on its different parts.

As per the configuration printouts obtained from computers, they were manufactured during the year 2002, 2003 Pentium III which does not meet the present day's requirements. The Director of Public Libraries requested the officials of NIC, Khammam to verify the Dell Computers supplied and they had told that even the spare parts also can not be available in the market for these computers, as they are much outdated.

The Computers purchased in the brand name of Dell were allotted to the remote agency areas where there was no demand of use and where there were no personnel with knowledge to operate them. Hence, they are kept idle, even without installing them.

The above prevailing facts suggest that Sri Ch. Devabhiksham, in the capacity of Secretary, Zilla Grandhalaya Samstha, Khammam had committed grave irregularity of

misappropriation of funds by causing waste of Library Fund, by procuring useless, outdated, old Computers and peripherals. It is also evident that he swallowed huge amounts of money from out of this irregular spending of Library Fund. Hence it needs recovery, in the ratio of 50:50 from Sri Ch. Devabhiksham and the staff concerned. The loss so occurred to the Samsthas Funds on account of Computers is detailed below:

1) Entire cost of Dell Computers and its peripherals:

Cost of Items	Rs.4,89,650/-	
Installation Charges	Rs. 22,400/-	
Delivery Charges	Rs. 10,150/-	

	Rs.5,22,200/-	
Add//4% VAT	<u>Rs. 20,888/-</u>	Rs.5,43,088/-

2) Cost of LG CPU, Key Board, Installation and Delivery Charges:

Cost of CPU	Rs.1,70,000/-	
Cost of Key Board	Rs. 10,000/-	
Installation Charges	Rs. 16,000/-	
Delivery Charges	Rs. 5,800/-	

	Rs.2,01,800/-	
Add//4% VAT	<u>Rs. 8,072/-</u>	<u>Rs.2,09,872/-</u>
Total		<u>Rs.7,52,960/-</u>

Basis 4:

During the inspection of the records of the Zilla Grandhalaya Samstha, Khammam, the Director of Public Libraries performed surprise visit to certain Branch Libraries to which the Dell Computers were supplied. By the date of visit of Director of Public Libraries, the Dell Computers supplied to those Libraries were not installed but the installation charges were paid to the supplier. The amount of Installation charges in this context was included in the Basis No.3 above.

It is to submit that under different heads of expenditure, the amount to be recovered from Sri Ch. Devabhiksham, retired Gazetted Librarian, and the then Secretary, Zilla Grandhalaya Samstha, Khammam and the staff concerned of the Zilla Grandhalaya Samstha, Khammam is computed as detailed below:

Sl.No.	Head of Expenditure	Amount to be recovered
1.	Binding of Books	4,70,688
2.	Pest Control	1,25,000
3.	Computers	7,52,960
Total		13,48,648

Articles of Charge 2:

As per the Rule 13 of G.O.MS.No.1119 Education (E)Dept. dated 19-07-1971, the expenditure in a financial year shall be restricted to the Budget approved by the Andhra Pradesh Grandhalaya Parishad. In case of requirement of any additional amount, supplementary budget should be forwarded with the recommendations of the Zilla Grandhalaya Samstha, to the Member Secretary, Andhra Pradesh, Grandhalaya Parishad.

As per the Rules 14 (1) of the Budgetary Rules issued in the aforesaid Government orders, if re-appropriation of funds required under any head of account, the Secretary must submit proposals in Form “B” to the Director of Public Libraries for approval of re-appropriation of funds, before end of the financial year. In case of additional funds required, the Secretary must submit proposals in Form “C” to the Director of Public Libraries in time for approval of Additional Funds required, under Rule 15 (ii) of the aforesaid Government orders.

During the financial year 2008-09, the expenditure incurred over and above the Budget allocated, is detailed below.

Sl.No.	Item of expenditure	Budget Provision	Expenditure incurred	Excess expenditure
1.	Furniture	1000000	1125000	125000
2.	Computers	1000000	1051916	51916
3.	Pest Control	100000	125000	25000
4.	Providing AC facilities	400000	450000	50000
5.	Generators (Equipment)	150000	168750	18750

The Accused Officer while working as District Central Librarian & Ex-officio Secretary had not submitted any proposals to the Director of Public Libraries for prior approval, as required under Budgetary Rules. Thus, he violated the Budgetary Rules 13, 14 (i) and 15 (ii) issued in G.O.Ms.No.1119 Education (E) Department dated.19-07-1971 and committed financial irregularity, by incurring expenditure with out sanction.

Articles of Charge 3:

Basis: The following major amounts were incurred during the year 2008-09, in the Zilla Grandhalaya Samstha, Khammam.

Sl.No.	Item of expenditure	Budget Provision	Expenditure incurred
1.	Furniture	1000000	1125000
2.	Computers	1000000	1051916
3.	Binding of Books	600000	600480
4.	Pest Control	100000	125000
5.	Providing AC facilities	400000	450000
6.	Generators (Equipment)	150000	168750
7.	Printing Stationery	300000	299992
8.	Technical Stationery	300000	300000

The personnel who dealing the financial matters and responsible for incurring expenditure from out of the public money must be careful and should follow the rules and regulation issued by the Government, from time to time. In the Zilla Grandhalaya Samsthas also, from preparing Budget to utilization of Funds, detailed rules and guidelines were issued by the Government, from time to time. The Secretary, who is responsible for working of Zilla Grandhalaya Samstha as per APPL Rules, is responsible for the expenditure and he must be careful and to work with integrity and sense of propriety when dealing the matters in Zilla Grandhalaya Samstha.

In the present case, Sri Ch. Devabhiksham retired Gazetted Librarian, and the then Secretary and the staff concerned of the Zilla Grandhalaya Samstha, Khammam dealt the matters carelessly while incurring the above expenditures, such as

- 1) Assessment of requirement was not made.
- 2) The three DLPVC meeting required to be conducted were not conducted.
- 3) The files concerned were processed were not signed by the seat in-charges. They had prepared noted and submitted to the Secretary with out putting their initial or signature which shows their mal-intention.

- 4) The secretary had placed orders simply with the HACA, with out verifying the rates in the open market. Hence, the samstha had to suffer the financial loss by paying higher rates.
- 5) The bills do not contain the certification and pass orders of the Secretary.
- 6) Amount paid to the dealers over and above the budget sanctioned.
- 7) Stock Entries were not made in the Stock Registers, before making payments to the party which is the proof of making payment with out receiving goods by the Zilla Grandhalaya Samstha.
- 8) Purchased computers without Technical advice of the authorized agencies i.e. APTS, NIC.
- 9) Purchased out-dated, old and assembled computers which do not meet the requirements of internet etc.
- 10) The Computers were supplied to the Branch Libraries located in the far away corners of the District without providing technical training or support to the staff. Hence, all the computers supplied to the Branch Libraries are kept idle.
- 11) The computers purchase with the brand name of Dell and supplied to the remote Branch Libraries located in agency areas were not at all installed but the installation charges were paid to the supplier, which is irregular.
- 12) Branch Libraries Nelkondapally (300/500) and Enkoor (250/500), Vemsoor (500/3964) and Singareni (250/300) had sent more Books than the Books ordered by the Secretary, for Binding.
- 13) In case of Branch Library, Vemsoor, No. of Books sent for Binding were 3964 whereas No. of Books returned after binding was only 3300. Whereabouts of the balance 664 Books is not known
- 14) In case of Branch Library, Nelakondapally, payment was made for 500 Books as against actual binding of 350 Books only.
- 15) Bill submitted by the firm does not contain the License No., TAN No. etc.
- 16) The Bill of the dealer does not contain the type of binding he has done.
- 17) The quality of the Binding is very low.
- 18) The torn out, not useful and pages lost Books which are intended for weed out were Bounded.
- 19) The Books whose cost is less than the binding cost were also sent for Binding . For Example, cost of some books was Rs.0.50, Rs.1/- and Rs.2/- like so whereas the cost of Binding was Rs.80/- per Book.
- 20) The register of Books required Binding was not maintained.
- 21) Technical aspects of the work to be done were not considered and not discussed any where in the file.
- 22) The work was entrusted simply to the HACA which do not have the technical qualification or knowledge or mechanism of the work to be done.
- 23) The quotations were not signed by the other members of the DLPVC, other than the Chairman and Secretary.
- 24) As per the quotation submitted by the HACA, the rate per sft of Pest Control work was Rs.14/-. But when they have submitted bill for payment, it was mentioned as Rs.28/-, which is deviation of the rules.
- 25) The Secretary himself had corrected the rate per sft as Rs.14/- and the area of Pest Control done as 7143 sft as against rate per sft Rs.28/- and the area of 3571.43 sft which are mentioned in the Bill, which is accounting to tampering of records.
- 26) The Secretary given order for Pest Control of 14 Branch Libraries including District Central Library, Khammam. But on verification it is found that the work was taken up in District Central Library only.
- 27) Supply Orders given for supply of 2 “Starred” Air Conditioners where as the dealer supplied single “starred” Air Conditioners where as the dealer supplied single “starred” Air Conditioners and the payment made at the rates quoted for supply of 2 “starred” computers.
- 28) Bill Forms which are statutory obligation for making payments were not filled in and kept blank.
- 29) The following items were available in sufficient quantity. But the Secretary has made purchase again and caused an unnecessary expenditure of Rs.2,25,600/-.

S.No.	Item	2007-08	2008-09	Amount
1.	Accession registers of leather	96	150	1,17,300
2.	Due date slips for 1000	80160	500	98,500
3.	Readers tickets for 1000	1625	2000	9,800
Total				2,25,600

Therefore, it is proved from the aforesaid facts of the Inspection Report of the Office of Zilla Grandhalaya Samstha, Khammam by the Director of Public Libraries that Sri Ch. Devabhiksham violated Rules and Regulations of Budget, committed grave financial irregularity by causing huge loss and waste of Library Funds, misappropriated the Library Funds and he was willfully negligent in delivering his duties.

CHANDANA KHAN
PRINCIPAL SECRETARY TO GOVERNMENT(PE)

SECTION OFFICER

ANNEXURE-III

List of documents by which the articles of charges framed against Sri Ch. Devabhiksham, retired Gazetted Librarian who worked as District Central Librarian & Ex-officio Secretary, Zilla Grandhalaya Samstha, Khammam.

1. U.O. Note. No. DDPL(Inspections)/09-01, dated. 31-08-09 of the Deputy Director of Public Libraries(Inspections).
2. U.O.Note.No.Dy.DPL/2010, dated. 06-07-2010 of the Deputy Director of Public Libraries(Inspections) .

CHANDANA KHAN
PRINCIPAL SECRETARY TO GOVERNMENT(PE)

SECTION OFFICER

ANNEXURE-IV

List of witness by whom the articles of charges framed against Sri Ch. Devabhiksham, retired Gazetted Librarian who worked as District Central Librarian & Ex-officio Secretary, Zilla Grandhalaya Samstha, Khammam are proposed to be sustained.

1. The Director of Public Libraries, AP, Hyderabad.

CHANDANA KHAN
PRINCIPAL SECRETARY TO GOVERNMENT(PE)

SECTION OFFICER

